

***What's New* for the Semi-Annual Activity Report (SAAR)**
Updates and revisions

*For Interim Reporting Period of
Federal Fiscal Year (October 1, 2005 – March 31, 2006)*

- Section I – Program Information – letter H: The channels have been alphabetized.
- Section II – Summary of Program Activities – letter I: A check box to the USDA website has replaced the “The California Project LEAN Teen” website.
- Section VI – Environment Change – letter A: The check box options have been alphabetized.
- Section VII – Policy Change – letter A: The check box options have been alphabetized.
- Section VIII – **Harvest of the Month** – This section is new to the FFY 06 SAAR. This section looks at the usage of the Harvest of the Month intervention. The instructions are included in the section and the format is similar to previous pages.
- A **PILOT** *print all pages* feature has been added once the SAAR is complete and submitted. This feature allows the person submitting the SAAR to print all the pages at once without having to go to each page individually and select print. The print to printer prompt will appear on the screen and will automatically advance to the next page after 10 seconds. The print prompt will stay on the screen until all 15 pages of the SAAR have been printed. This requires a person to sit in front of the screen and watch for each page advance and click print, otherwise, the SAAR may print out of order or incomplete. Again this is a **PILOT** feature and our IT department is working very hard to meet the many requests of a print all feature. We would like your feedback on how well this feature worked. Please send your comments to Alexandra Ossa at aossa@dhs.ca.gov.
- **Coming for the Final FFY 06 Reporting Period** – There will be a **ONE** page USDA form to complete. The form is a requirement based on the USDA FFY 06 guidance changes. More information on this will be provided to all contractors in May. However, all USDA guidance information can be accessed directly by going to the following website: <http://www.dhs.ca.gov/ps/cdic/cpns/default.htm> and the template of what is required can be accessed here: <http://www.nal.usda.gov/foodstamp/guidance/temp1.doc>

Frequently Asked Questions Regarding the Semi-Annual Activity Report (SAAR) Online Submission

*For Interim Reporting Period of
Federal Fiscal Year (October 1, 2005 – March 31, 2006)*

Questions

1. What is the purpose of the SAAR and how do you use that information?
 2. How do I submit my SAAR form?
 3. Where do I find the online form?
 4. Do I need a password for the online form?
 5. Will I still be able to e-mail my information or mail a handwritten form of the SAAR?
 6. Why does the SAAR form not allow me to move onto the next page without filling in all the spaces?
 7. Will the online form be able to save my work?
 8. Will I be able to fill out a portion of the SAAR now and finish it up later?
 9. Will I be able to print out a copy of the SAAR?
 10. Why does the SAAR form not allow me to move onto the next page without filling in all the spaces?
 11. Is there a way to complete the form without typing “0” in ALL the spaces?
 12. Will the online form be able to save my work?
 13. Will I be able to fill out a portion of the SAAR now and finish it up later?
 14. Will I be able to print out a copy of the SAAR? – See *What's New*
 15. Do you have any helpful hints for tricks?
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1. What is the purpose of the SAAR and how do you use that information?

The SAAR is a summative report that allows us to capture activities and materials produced by each of the Local Incentive Awardees (LIAs) and other projects on a statewide level. These activities are grouped according to Social Marketing tools employed by the California Nutrition Network (The *Network*): Policy and Environmental Change, Advertising, Public Relations, Media Advocacy, Sales Promotions, and Personal Sales.

The data collected from the SAAR is analyzed by the *Network's* Research and Evaluation unit and reported to the US Department of Agriculture (USDA) to showcase the community's efforts to achieve *Network* Goals and objectives and to track progress in reaching the *Network* population.

2. How do I submit my SAAR form?

You will be sent an e-mail from the Research and Evaluation Unit, which contains the following information:

- A link to the online version of the SAAR form
- Specific instructions for logging into the online form

This form will look very similar to the previous version of the SAAR because the content will not change. There will be instructions on the online form to help guide you through every step of the process.

We recommend that you complete a DRAFT copy of your SAAR *prior* to completing the online version. This way you will have had a chance to review your work and simply enter in the data as a final step to the process.

3. Do I need a password for the online form?

You do not need a password when you first register for the online form. However, you will need a password when you return to the website to review or edit your report.

The password is *network*.

4. Where do I find the online form?

You may register for the online form at the following website:

<http://www.ca5aday.com/SAAR/newregister.aspx>

This site is for new registration only. If you have already registered and would like to return to continue to work on your report, please use the following website:

<http://www.ca5aday.com/SAAR/login.aspx>.

For this site, the password is *network*.

5. Will I still be able to e-mail my information or mail a handwritten form of the SAAR?

This form CANNOT be filled in and mailed or e-mailed to us electronically. Instead, you will be required type in your answers into the online form, save your information, print your report, and submit it by clicking a button.

We will no longer be accepting hand-written versions of the SAAR. We still recommend you fill out a draft version of the SAAR form before logging on. This way, you can enter the data into the appropriate spaces and submit online. If you need more guidance in submitting the SAAR online, please contact your program manager.

6. Why does the SAAR form not allow me to move onto the next page without filling in all the spaces?

The online version of the SAAR requires you to fill in every field on each page. If these spaces are left blank, it will not allow you to move onto the next page. Instead, you will receive instructions indicating that you are required to answer this question. Please enter "0" for any spaces that you do not know the answer to or need to leave blank.

We understand there are a few lengthy pages which will require you type in “0” numerous times and could be cumbersome. However, this helps to ensure we are receiving accurate information and that each portion of the report has been reviewed. This is especially important in making sure we capture all the information and your agency’s efforts into the USDA reports.

7. Is there a way to complete the form without typing “0” in ALL the spaces?

Yes. On your toolbar at the top left hand side of your screen, you will find this icon (in Internet Explorer) or something similar:



This is the “refresh” button. If you click on this button, it will automatically fill in all the fields with “0s” the first time you enter a new blank form. Fill in only the fields that you need to complete. Once you complete this page, you can save your work by clicking the “save” button at the bottom right hand side of the screen.

8. Will the online form be able to save my work?

Yes. The online form will allow you to save your work. You simply have to click the “save” button at the bottom of the page.

9. Will I be able to fill out a portion of the SAAR now and finish it up later?

Yes. You are welcome to save the page you are working and close the document. You can return at anytime by logging in with your e-mail address and password. You will also be able to make edits or changes as needed when you return. You will also be asked to review your entire report before hitting the final “submit” button.

10. Will I be able to print out a copy of the SAAR?

Yes. You will be able to print out a copy of your SAAR once you have submitted your form.

11. How do I print out a copy of my SAAR?

When your form is completed, you will be taken to a review page. Once you’ve reviewed your form and submitted it to the *Network*, you may print out the pages of your report. From the review page you will:

- Select print for the page you would like to print out
- Select the “file” button on the top left hand side of your screen.
- Select print.

12. Should I submit a copy of my SAAR to my program manager?

Please make a copy of your SAAR and submit to your program manager for their records.

13. What if there are not enough spaces on the SAAR to include all of my entries?

We have added additional spaces to the *Materials Distributed* section for that reason. Please try to categorize your items accordingly and try to capture all items within the spaces provided.

For example:

Harvest of the Month January (English version)

Harvest of the Month February (English version)

Harvest of the Month March (Spanish Version)

Harvest of the Month April (Spanish Version)

These 4 items can be condensed to the following:

Harvest of the Month (English, Jan-Feb)

Harvest of the Month (Spanish, Mar-Apr)

14. How will I know that you have received my SAAR?

An e-mail will be automatically sent to you once we have received your version of the SAAR. Please retain this e-mail as receipt that your SAAR has been submitted. The e-mail will look similar to the following message:

Thank you for completing the California Nutrition Network
Online SAAR Form.

We have received your SAAR form submission.

15. Do you have any “helpful hints” for the online process?

- Review your completed **DRAFT** SAAR form and instructions **PRIOR** to submitting it on-line. You may obtain useful documents at the following site:
http://www.dhs.ca.gov/ps/cdic/cpns/network/progress_report.htm
This will help prevent any errors or wrong information from being submitted.
- Fill in each and every space. For those areas where you don't know the answer or have no answer, please place a “0.” This will ensure that we are receiving accurate information and that no item has been missed when completing the form. We understand that this may be time consuming and appreciate your assistance in this matter.
- Retain the informational e-mail with your on-line password in your inbox. It contains valuable information and can serve as a useful reference when trying to complete the SAAR on-line.
- You are often required to answer "yes" to a question before filling out the sub-parts. If you answer no and still fill in data, the form will not save.
- Some users have reported errors when using specific characters in their text responses. Some examples are apostrophes ['], quotation marks ["], and parentheses [)]. We are attempting to recode the system to accept these characters, but for now, please do not use them.

- If you are unable to save a page, look for text in red. The red text is an error message telling you what question is causing the problem and how to fix it.

If you have further questions about the SAAR, please contact Alexandra Ossa at aossa@dhs.ca.gov.